

**CITY OF CALHOUN
REGULAR CITY COUNCIL MEETING
DEPOT COMMUNITY ROOM
109 SOUTH KING STREET
MARCH 14, 2005, 7:00 P.M.**

MINUTES

**PRESENT: James F. Palmer, Mayor
Lorene Potts, Mayor Pro Tem
Ray M. Denmon, Councilman
George R. Crowley, Councilman
David Hammond, Councilman**

**ALSO: William P. Bailey, City Attorney
Kelly Cornwell, Director of Utilities
Eddie Peterson, Director of Public Safety and Public Works
Cathy Harrison, City Administrator**

1. Mayor Palmer called the meeting to order and welcomed everyone in attendance.
 - a. Mayor Palmer gave the invocation.
2. Mayor Palmer led the group in the Pledge of Allegiance to the United States Flag.
3. Following review, minutes of the February 28, 2005 regular City Council meeting, Councilman Hammond made a motion to approve as written, second by Councilman Denmon, with Councilman Hammond, Councilman Denmon, Councilman Crowley, and Mayor Pro Tem Potts voting affirmatively, motion carried.
4. Mayor's comments:
 - a. Mayor Palmer notified the Council of a zoning training session scheduled for May 24, 2005, from 8:30 a.m. to 4:00 p.m. in Rome. He asked anyone wishing to attend to notify Administrator Harrison in order that reservation may be made. He also announced that the zoning chairwoman would be sending notification to the members of the Zoning Advisory Board.
 - b. Mayor Palmer reminded the Council of the second SPLOST meeting to be held with the county and other cities on March 22, 2005 at 5:00 p.m.
 - c. Mayor Palmer reminded the public of a public hearing to be held on March 28, 2005 at 7:00 p.m. regarding the official adoption of the zoning map and ordinances to date.
 - d. Mayor Palmer stated at this time, Mayor Pro Tem Potts would review the zoning matters scheduled for public hearings on March 28, 2005. Mayor Pro Tem Potts reported as follows:
 - 1) A request for zoning of R-1B and annexation by Roxie W. Holland for a house and lot at 102 Georgia Drive.
 - 2) A request by Russell Owen for rezoning from PRD to C-2 of property at 405 Belwood Road for future commercial development.

5. Council Comments:

a. Mayor Pro Tem Potts stated:

- 1) During the month of February, the street department placed 12 new street signs and completed 39 shop work orders. They also dug out and patched water and sewer cuts on Curtis Parkway, Industrial Boulevard, Court Street, East Line Street, Kent Lane and Dorsey Street, utilizing 53.79 tons of asphalt. They completed construction on the second phase of the Park Avenue Streetscape project, pouring 2564 square feet of colored sidewalk and 294 feet of curb and gutter. They dug out and re-poured 70 feet of curb and driveway apron that was causing a water problem on Kent Lane. They sawed, dug out and repaired a collapsed storm drain and poured 150 x 8 feet of sidewalk on Trammell Street. They also hauled top soil from the Mohawk project site to the stockpile at the shop.
- 2) The sanitation department ran their routine commercial routes, serviced vehicles and gained two 4-yard dumpster accounts.
- 3) The parks department crews picked up litter and maintained all the public properties owned by the city, including the fountains. They completed maintenance jobs at the library, the street department, Fields Ferry snack bar, the downtown annex and the Depot. They completed work on the electrical transformer pad at the soccer field.
- 4) The cemetery department performed routine maintenance at both Fain and Chandler Cemeteries, supervised in the opening and closing of 13 grave sites, sold 20 grave spaces, and lowered 10 foot markers
- 5) The animal control department responded to 54 customer calls.

b. Councilman Denmon stated:

- 1) During the month of February, the water treatment plant treated 328,930,000 of raw water during the month, for a daily average of 11.747 million gallons. He reported that 37% of the city's potable water for the month came from the Brittany Drive plant.
- 2) The waste treatment plant treated a daily average of 8.597 million gallons during the month of February. The average BOD effluent was 15, the average suspended effluent was 17 and the average COD effluent was 96.
- 3) The water construction department made 18 water connections during the month and changed out 7 meters. They repaired 33 leaks and installed 700 feet of 8-inch PVC and 200 feet of 6-inch ductile iron pipe. They changed out 70 meters, installed 5 new fire hydrants, located 418 water lines and called in 103 locates. They responded to 88 miscellaneous calls.
- 4) The sewer construction department made 3 sewer connections during the month. They repaired 22 sewer service lines and 3 manholes. They inspected 21 sewer mains for a total of 3,587 feet. They inspected sewer services for a total of 1,300 feet. They located 207 connections, repaired 3 lift stations, cleaned 18 sewer lines for a total of 6,300 feet, and they opened and inspected 12 manholes. The sludge disposal unit applied 1,648 cubic yards of sludge during the month.
- 5) The building inspector issued a total of 34 permits during the month of February for \$2,723,000.00 of new estimated construction, with the bulk being new commercial construction of \$1.5 million.

c. Councilman Crowley stated:

- 1) During the month of February, the electric department reported the following:
 - The new Hannah Hills development on Jones Road is under construction and The Villages-Bristol Place, Phase II is scheduled for a March construction start.
 - The water plant pumping expansion electric panel and services installation remain under construction.
 - The first phase of the system protection and reliability project is continuing. The first recloser installations in Spring Valley and Maplewood are in place. The next scheduled installation will be on Hillcrest Drive.
 - The North Park Avenue streetscape lighting is complete.
 - The soccer complex lighting project construction is underway.Projects in engineering and design include:
 - A new union grove pump station and the lighting at the girls' softball field on River Street.
 - The department has completed engineering and design for Barrier-bac industries on River Street. and the Redbud Road/Newtown/Barrett Road intersection.Work orders in process or completed:
 - Street and security lighting - 39
 - New business and maintenance - 47
 - After hours trouble callouts - 3
- 2) The telecommunications department is evaluating a request from North Georgia EMC to provide fiber routing to all of their substations in Gordon County. This would require approximately 5 additional miles of new line in residential and rural areas. They assisted the Gordon County IT personnel with consultation on their network and IP phone system. They completed a new internet service for New Zealand Wool Spinners and for Mama's Restaurant.
- 3) During the month of February, the electric department issued 21 permits, performed 18 inspections, and set 10 meters. They sold over 31 million kWh of electricity in January.

d. Councilman Hammond stated:

- 1) In the month of February, the police department made 612 cases, including 92 warrants, 130 for speeding, 21 DUI's, and 362 others. The anticipated fines were over \$115,395.00, with actual fines collected on previous cases of \$92,877.60. They issued 296 warning tickets, responded to 84 highway accidents and 37 private property accidents. They provided 86 escorts, prepared 1,153 incident reports, and responded to 136 alarms. They drove over 45,643 miles on patrol. They responded to 3,740 calls for service from 911, and issued 114 parking citations with parking fines of \$615.00 collected.
- 2) The fire department responded to 55 calls for service during the month of February. This included 10 fire incidents with estimated damages of \$16,550.00. They responded to 14 emergency medical incidents, 17 hazardous condition incidents, 3 service calls, 1 good intent call, 9 false

alarms, and 1 special incident. The department completed training for firefighters on state required code skills, pre-incident planning, breathing apparatus, salvage and overhaul and life flight landing zone classes. They conducted fire drills at the Calhoun Middle School. Firefighters completed all regular scheduled vehicle and station maintenance.

- 3) The fire inspector conducted 30 inspections during the month, including 25 general, 2 state required, 2 reinspections and 2 new businesses. The fire inspector also attended an arson investigation class in Walker County.

6. Public Hearings and Comments:

a. Zoning matters: **none**.

b. Other hearings or comments:

- 1) Mayor Palmer opened the second public hearing on the proposed ordinance to regulate entertainment clubs in the city. He stated this proposed ordinance had been reviewed several times and asked if there were any questions or comments by the public or the Council. He stated Attorney Bailey was prepared to respond to comments. There were no comments and the hearing was closed. Councilman Hammond made a motion to waive the third and fourth reading and approve the ordinance, second by Councilman Crowley, with Councilman Hammond, Councilman Crowley, Councilman Denmon and Mayor Pro Tem Potts voting affirmatively, motion carried. (# 799)

7. Old business: **none**.

8. New business:

a. Mayor Palmer stated the developer of Dews Pond Development, LLC wished to dedicate a street known as William Street, with a western terminus adjoining Lovers Lane and a southern terminus adjoining Tract 7 of Dews Pond Development. He asked for the report of the street superintendent. Kevin McEntire stated the street had been reviewed during construction, had passed tests and was approved by the street department for acceptance. Mayor Palmer stated the developer had provided the actual cost for construction of the road that is presently required. Attorney Bailey stated the developer's attorney had provided a proposed warranty deed and title opinion and these documents were in order. Mayor Palmer asked if there were any questions by member of the Council. There were none. Councilman Crowley made a motion to accept William Street as a public city street, second by Councilman Denmon with Councilman Crowley, Councilman Denmon, Councilman Hammond, and Mayor Pro Tem Potts voting affirmatively, motion carried.

b. Mayor Palmer gave a first reading of a zoning change request by John Wayne Hall for tract numbers 2 and 3 on Beamer Circle consisting of approximately 18.5 acres. The request is to rezone from Industrial-H to R-1B for residential development. He stated the earliest date for a public hearing would be April 11, 2005 at 7:00 p.m. Mayor Pro Tem Potts made a motion to set the public hearing for that date and time, second by Councilman Crowley, with Mayor Pro Tem Potts, Councilman Crowley, Councilman Denmon, and Councilman Hammond voting affirmatively, motion carried.

- c. Mayor Palmer gave a first reading of a zoning change from R-2 to R-1A by Sam Edwards for rezoning of tract 5, less one house and lot, of property located at the corner of Highway 136 and Camelot Circle, for development of single-family housing. He stated the earliest date for a public hearing would be April 11, 2005 at 7:00 p.m. Councilman Denmon made a motion to set the public hearing for that date and time, second by Councilman Hammond, with Councilman Denmon, Councilman Hammond, Councilman Crowley, and Mayor Pro Tem Potts voting affirmatively, motion carried.
- d. Mayor Palmer gave a first reading of a request for zoning of C-2 and annexation of 1.66 acres at the intersection of Curtis Parkway and Kent Lane by Donald D. Taylor, as agent for J. Haley Stephens, Mary Lynne Kelly and Kristina Robertson. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Mayor Pro Tem Potts made a motion to set the public hearing for that date and time, second by Councilman Crowley, with Mayor Pro Tem Potts, Councilman Crowley, Councilman Denmon, and Councilman Hammond voting affirmatively, motion carried.
- e. Mayor Palmer gave a first reading of a variance request by Melinda K. Smith, agent for Shaw Industries, to allow construction of a covered entryway into the office building of Shaw Industries on South Industrial Boulevard. He stated the earliest date for a public hearing would be April 11, 2005 at 7:00 p.m. Councilman Denmon made a motion to set the public hearing for that date and time, second by Councilman Crowley, with Councilman Denmon, Councilman Crowley, Councilman Hammond, and Mayor Pro Tem Potts voting affirmatively, motion carried.
- f. Mayor Palmer gave a first reading of a request for rezoning from R-1 to C-N by Jason Sloan of Flipper McDaniel & Associates as agent for Barbara Roland for property at 171 Richardson Road. He stated the earliest date for a public hearing would be April 11, 2005 at 7:00 p.m. Councilman Hammond made a motion to set the public hearing for that date and time, second by Councilman Denmon, with Councilman Hammond, Councilman Denmon, Councilman Crowley and Mayor Pro Tem Potts voting affirmatively, motion carried.
- g. Mayor Palmer gave a first reading of a request for zoning of R-1B and annexation of a lot at 1174 McDaniel Station Road, between McDaniel Station and the railroad, on the corner of Salem Church Road, by Terry Brumlow as agent for Ruth Ann Logan. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Mayor Pro Tem Potts made a motion to set the public hearing for that date and time, second by Councilman Crowley, with Mayor Pro Tem Potts, Councilman Crowley, Councilman Denmon, and Councilman Hammond voting affirmatively, motion carried.
- h. Mayor Palmer gave a first reading of a request for zoning of R-1B and annexation of 2.927 acres on McDaniel Station Road, directly across from the end of Salem Church Road, by Terry Brumlow as agent for B & J Development Company, LLC. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Mayor Pro Tem Potts made a motion to set the public hearing for that date and time, second by Councilman Denmon, with Mayor Pro Tem Potts, Councilman Denmon, Councilman Crowley, and Councilman Hammond voting affirmatively, motion carried.
- i. Mayor Palmer gave a first reading of a request for zoning of C-2 and annexation of 1.624 acres on McDaniel Station Road, just south of Salem Church Road, by

Terry Brumlow as agent for Kevin Vaughn. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Councilman Crowley made a motion to set the public hearing for that date and time, second by Councilman Denmon, with Councilman Crowley, Councilman Denmon, Councilman Hammond, and Mayor Pro Tem Potts voting affirmatively, motion carried.

- j. Mayor Palmer gave a first reading of a request for zoning of R-1 and annexation by the City of Calhoun for property 2.82 acres on McDaniel Station Road just south of the Salem Church Road intersection, which contains a 6 million gallon water reservoir. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Councilman Denmon made a motion to set the public hearing for that date and time, second by Councilman Crowley, with Councilman Denmon, Councilman Crowley, Councilman Hammond, and Mayor Pro Tem Potts voting affirmatively, motion carried.
 - k. Mayor Palmer gave a first reading of a request for zoning of R-1B and annexation by Terry Brumlow as agent for Gregory Leonard and Carla J. Saunders of 16 acres on Nelson Lake Road. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Mayor Pro Tem Potts made a motion to set the public hearing for that date and time, second by Councilman Crowley, with Mayor Pro Tem Potts, Councilman Crowley, Councilman Denmon, and Councilman Hammond voting affirmatively, motion carried.
 - l. Mayor Palmer gave a first reading of a request for zoning of R-1B and annexation of a parcel approximately 100 x 2,000 feet off of Nelson Lake Road by Terry Brumlow as agent for Gerald King. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Councilman Denmon made a motion to set the public hearing for that date and time, second by Councilman Hammond, with Councilman Denmon, Councilman Hammond, Councilman Crowley, and Mayor Pro Tem Potts voting affirmatively, motion carried.
 - m. Mayor Palmer gave a first reading of a request for zoning of R-1B and annexation of 70.659 acres off McDaniel Station Road by Terry Brumlow as agent for B & J Development Company, LLC. He stated the earliest date for a public hearing would be April 25, 2005 at 7:00 p.m. Councilman Denmon made a motion to set the public hearing for that date and time, second by Councilman Crowley, with Councilman Denmon, Councilman Crowley, Councilman Hammond, and Mayor Pro Tem Potts voting affirmatively, motion carried.
9. Other written items not on the agenda:
- a. Attorney Bailey reviewed two proposed ordinance amendments.
 - 1) The first was a change to the zoning code, which would amend Section 3.2, Article 3, and would add the following definition of a temporary modular building:

“A factory fabricated transportable building to be used for commercial purposes consisting of unit or units to be incorporated at a building site on a semi-permanent foundation, to be removed only upon cessation of use or occupancy of the unit or units and having been built and assembled according to the State of Georgia construction codes. A temporary modular building may be maintained upon a building site for a period of time not to exceed three years as determined by the Mayor and Council. Extensions,

year-to-year, of such time may be granted by the Mayor and Council upon application of the owner or lessee of the property upon which the units are installed.”

- 2) The second change would be in Article 7, Section 7.9.9. It would add the following requirement:

“All setbacks along Curtis Parkway from its northern intersection with Dogwood Drive to its intersection with Peters Street shall be 15 feet greater at any angle than the C-2 general business district requirements, if the front side or rear of any building, structure, or sign be erected on the property fronts or faces Curtis Parkway.”

Mayor Palmer stated this item would be read again on March 28, 2005 and would be scheduled for a public hearing on April 25, 2005 at 7:00 p.m.

- b. Attorney Bailey gave a reading of a proposal to amend Section 14-1, Article 1 of the code by amending the definition of the potentially dangerous dog as follows:

“Potentially dangerous dog means any dog which

- a) **Has without provocation attacked or bitten a person engaged in a lawful activity; or**
- b) **Has, while on the property of its owner and without provocation killed or seriously injured other domestic animals; or**
- c) **Has without provocation chased, confronted or approached a person on a street, sidewalk or other public property in a menacing fashion such as would put an average person in fear of attack; or**
- d) **Has exhibited a propensity, tendency or disposition to attack, cause injury or threaten the safety of persons or other animals without provocation.”**

- c. Attorney Bailey also gave a reading of a proposal to amend Article 1 of Section 14.47(c) by striking said section and adding in lieu thereof the following:

“Hearing; Determination by Mayor: Upon complaint to the city by any person that a particular dog has created or is creating a public nuisance, the city shall conduct a hearing presided over by the Mayor to determine whether such dog is in fact a public nuisance. Notice of hearing shall be given to the owner of such dog at least ten (10) days prior to the hearing, either by hand delivery or certified mail, return receipt requested. Notice of hearing shall specify the date, time and place of hearing and a copy of the complaint shall be enclosed. If the Mayor for any reason cannot conduct the hearing, it shall then be presided over by the Mayor Pro Tempore. All parties and witnesses shall be sworn and can be examined by all parties, including the presiding officer. Also, all parties may introduce any documentary evidence, in addition to testimony of the party and/or witnesses. At the conclusion of the hearing, the presiding officer shall make the determination as to whether the dog is a public nuisance.”

Mayor Palmer stated this item would also have a second reading on March 28, 2005 and would be scheduled for a public hearing on April 25, 2005 at 7:00 p.m.

10. Work Reports:

- a. Director of Utilities Kelly Cornwell stated Ms. Tonya Baker, who had paid the costs for extending sewer across Curtis Parkway to her office and who had a five year contract for potential connections made from the line, and whereas the contract had expired in October 2004, Ms. Baker had filed a request for an additional two year extension. The Council reviewed the request, stating the last two five-year contracts that expired and the developers had requested extensions, were not approved. Councilman Crowley stated this type of contract is no longer available to developers. Councilman Hammond stated that based upon prior action and policy of the city not to allow contracts for extensions, he would make a motion to deny the request. The motion was seconded by Councilman Crowley, with Councilman Hammond, Councilman Crowley, Councilman Denmon, and Mayor Pro Tem Potts voting affirmatively, motion carried.
- b. Director Cornwell stated that on the sewer renovation project, the city had taken bids for a screw pump replacement at the waste treatment facility. He stated there were four bidders:


Bidder	Bid
U.S. Filter/Zimpro Inc.	\$ 99,200.00
Lakeside Equip. Corp.	99,720.00
Spaans Babcock, Inc.	116,900.00
Southern Champion Const, Inc.	135,500.00

He stated the Peoples & Quigley Engineers, the Director of Water and Sewer and he had reviewed the bids and all recommend acceptance of the low bid from U. S. Filter/Zimpro, Inc. for \$99,200.00. Following review, Councilman Crowley made a motion to accept the low bid and to authorize the work, second by Councilman Denmon, with Councilman Crowley, Councilman Denmon, Councilman Hammond, and Mayor Pro Tem Potts voting affirmatively, motion carried.

- 11. Mayor Palmer stated it was not necessary to move to Executive Session.
- 12. Councilman Hammond made a motion to adjourn, second by Mayor Pro Tem Potts, with Councilman Hammond, Mayor Pro Tem Potts, Councilman Denmon, and Councilman Crowley voting affirmatively, motion carried.

Approved:

Submitted:



 James F. Palmer, Mayor



 Cathy Harrison, City Administrator

“EXHIBIT A”
Special Water & Sewer Projects – Status Report
by Kelly Cornwell, Director of Utilities

- ◆ **Mauldin Road Water Treatment Plant Modifications and Water System Improvements, Phase IV:** Construction of the Sugar Valley Tank and Brownlee Mountain Tanks is complete. The Brownlee Mountain tank is in operation. The Sugar valley tank should be in operation by mid March. Engineering has begun on the Mauldin Road WTP improvements. EPD has confirmed that we will not need to build a new sedimentation basin, if "Tube or Tray Settlers" are installed in the existing basins. The two new high service pumps have been installed, electrical work is in progress. Installation of the rate of flow control valves and the meters are 70% complete. We have 85,000 feet of the 87,000 feet of new water mains as part of the DWSRF project installed to date. The filter work has begun. This is a twelve month project. We have received bids for the new filter controls and Universal Controls will be the contractor.
- ◆ **Wastewater Treatment Plant Modifications:** The projects completed to date as part of the CWSRF Project are: New Belt Press, Sludge Conveying System, the Lime System, cleaning of the old basins, and new sludge holding facility. The Grit Collection System installation is 95% complete. Most of the aeration and clarification equipment has been delivered. Installation has begun on the aeration equipment. The installation will take approximately 120 days.
- ◆ **Highway 41 South Interceptor Sewer:** Phases I & II have been completed. The contractor has begun work on Phase III and hopes to have the work completed by March 30, 2005. We have 93% of the project completed.
- ◆ **The Gordon County/City of Calhoun Sewer Projects:** The County has obtained all easements, but has delayed in resolving a property line dispute until late December 2004. The buffer variance has been received but the long delay has affected the schedule. The county has resolved the issue of the main entrance for the recreation facility. This also has delayed the installation of the sewer forcemain and water connection. Approximately 6500 feet of the 12-inch gravity sewer is complete and approximately 20,000 feet of the forcemain is complete. The project is approximately 70% complete overall.
- ◆ **Construction has begun on the Union Grove Road Booster Station.** This is a new booster station which will replace the OMC booster station and also will serve a new service datum. The new station will distribute water from our Brittany Drive Water Plant to the south west part of the county and to the new service datum for the McGill Mountain area. Construction is 65% complete.
- ◆ Preliminary engineering is under way for several future sewer infrastructure replacements.

**PRE-CONSTRUCTION CONFERENCE
WATER PLANT IMPROVEMENT PROJECT
CONFERENCE ROOM
700 WEST LINE STREET
CALHOUN, GEORGIA
MARCH 10, 2005, 10:00 A.M.**

**Minutes of a pre-construction meeting to discuss the bid of
Universal Controls, Inc. for \$283,543.35
awarded by the Mayor and Council on February 14, 2005.**

**ATTENDANCE: Pat Spence, Universal Controls, Inc.
Tim Spence, Universal Controls, Inc.
Bob Peoples, Peoples and Quigley Engineering
Jeff Defoor, Electric Department
Danny Stephens, Water System Superintendent
Jerry Crawford, Director of Water and Sewer
Dave Raney, Georgia Environmental Protection Division
Cathy Harrison, City Administrator**

1. Bob Peoples called the meeting to order and stated the purpose of the meeting was to review the instrumentation package that was recently approved for a 180 day contract.
2. Peoples stated the filter work that is ongoing by another vendor will work ahead of the control group. Presently filters 2, 3 and 4 have been completed and they are working on others at this time. They will be redoing two at a time and will coordinate their work with Universal controls, Inc. The controls have been ordered.
3. Tim Spence stated that the electrical control information would be needed as soon as possible to make sure that everything is compatible with their work.
4. Bob Peoples requested that Pat and Tim Spence review the Brittany Drive operation, stating they would like to keep the plant work similar for the ease of the operators.
5. Dave Raney stated he will be reviewing the project. He has no ownership in the project but will be reviewing it under the guidelines of the contract that Universal Control has with the City of Calhoun. He stated there are a minimum amount of environmental concerns with this type of contract. However, if a sub-contractor is used, that sub-contractor will need to be approved by Gaynell Hill at EPD. Mr. Raney stated the contractor, Universal Controls, Inc., would need to comply with EEO requirements and will need to file quarterly reports. He stated in reference to the subcontractors, prior to accepting a sub-contractor, they must comply with the requirements and his recommendation would be to call Gaynell Hill at EPD in order for everything to be done correctly the first time, prior to hiring a sub-contractor. Mr. Raney also stated they would need to comply with Davis-Bacon wage rates, must maintain payrolls and submit those to the city, and OSHA requirements will need to be complied with. Pay estimates will originally be submitted to the city. Once they are approved by the city, they will be submitted to EPD for approval, after which funding will be released.

6. In reference to the time frame, Harrison stated the first draw request always takes a little longer time, but after the first one, they normally are turned around in approximately ten days, unless there is a problem.
7. Jerry Crawford recommended that the pay requests be submitted toward the end of the month so they could be coordinated with other vendors, since the city was only allowed to submit one pay request per month. This would make it easier so one contractor is not holding up another contractor.
8. Bob Peoples stated stored materials must be evidenced by invoices prior to any payment being made. He also stated he will need an estimated draw request schedule as well as a schedule of values as soon as possible.
9. Mr. Raney stated the contract calls for a 10% retainage initially, which will be dropped to 5% by the end of the contract. He stated these funds are placed in an interest bearing account and the city will pay interest on the retainage.
10. Mr. Tim Spence stated they will provide one console for initial inspection. However, following that, they will have several consoles assembled and ready. Discussion followed regarding where these consoles would be held. It was determined that they could be held on the premises of Pat and Tim Spence, with the understanding that they would provide the city with a copy of their insurance policy, with the city listed as the loss payee. The city will inspect periodically on-site. The amount of payment for the consoles and their assembly will be based on their schedule of values.
11. Bob Peoples stated the work must be coordinated with the plant superintendent and with the rehab contractor. He stated plastic curtains may be needed in order to keep down dust, especially as the controls begin to be installed.
12. Jerry Crawford stated the city will work with rehab to provide sealing of work areas for control installation.
13. Spence stated the earliest date for work at the plant will be approximately late May.
14. Jerry Crawford stated he would provide a Notice to Proceed dated March 14, 2005 and the contract will begin running forward from that time.
15. There was a question as it related to taps. Jerry Crawford stated he will review and notify the contractor.
16. It was discussed and determined that e-mail may be utilized as an easy way of communication between parties.
17. Tim Spence was requested to initially provide his pay request forms to Bob Peoples who will review and forward to the city.
18. Tim Spence stated the wash water transmitter appears to not be operating properly. He asked that it be reviewed and a determination and correction made prior to the final control installation.

19. Bob Peoples inquired if there were any additional questions or comments by any member present. There were none. The group disbursed at approximately 11:00 a.m. to visit the Brittany Plant.

Submitted:



Cathy Harrison, City Administrator